

WORKING IN THE CITY OF COLUMBIA RIGHT OF WAY

Submit by e-mail to all 3 of the following individuals: ***dsmaynard@columbiasc.net***, ***cjrichardson@columbiasc.net***, and ***zpkay@columbiasc.net*** the following items:

1. Letter of intent stating the location, reason and time frame the right of way will need to be blocked.
2. Sketch of the area to be closed.
3. Application for Temporary Encroachment:

http://www.columbia.sc.gov/tasks/sites/coc/assets/File/Dev_Services/Development_Center/Applications/DC_TE_MP_ENCROACHMENT_Application.pdf.

4. Certificate of general liability insurance naming the City of Columbia, PO Box 147, Columbia, SC 29217 as an additional insured. The policy should include the site address, 30 day notice of cancellation and no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate.

[For **permanent** encroachments on any type of property in which the City has an interest (i.e., rights of way, tree zone, sidewalk, streets), an encroachment ordinance enacted by City Council permitting the encroachment is required. Permanent encroachments of this type include but are not limited to: irrigation systems; landscaping; fencing; walls; pavers; walkways; outdoor dining items (chairs, tables, umbrellas, etc.); awnings; bollards and church directional signs. *Business and commercial signs are **NOT** permitted by the enactment of an encroachment ordinance.* Complete and submit a [Request for Encroachment Ordinance](#) form.

STREET CLOSURE REQUESTS (Public events *without* sale/possession and/or consumption of beer/wine; neighborhood block parties with/without consumption of beer/wine):

Submit a written request at least two weeks prior to the event by mail to CPD - Division of Homeland Security Attn: Verna York, #1 Justice Square, Columbia, SC 29201, fax (803) 545-3393 or e-mail vbyork@columbiasc.net; office: (803) 545-3391 along with the following information:

1. The purpose of the street closing request.
 2. The street to be closed and the between streets. (For example: Washington Street between Main Street and Assembly Street.)
 3. The date of the event.
 4. A beginning and ending time for the event.
 5. A contact name, phone number and address.
 6. A letter of support from the president(s) of the Neighborhood Association(s) of the affected neighborhood(s).
- * If you do not know who the president(s) of the Neighborhood Association(s) of the affected neighborhood(s) are, contact Charmaine Clark, Community Neighborhood Specialist at (803) 545-3403 or cdclark@columbiasc.net.

*If the location of your event is not within a Columbia Council of Neighborhoods neighborhood or is within a business district, then you must distribute a flyer, with your phone number as the contact, within the closure area, and provide a copy of the flyer along with a written statement from you that you distributed this flyer among the residents and/or businesses that are affected by the closure and received no telephone calls with concerns or complaints regarding the closure. Please note that this must be provided prior to the processing of your street closing request.

SPECIAL EVENTS: Parades or Festivals (Public events *without* sale/consumption of beer/wine)

1. Download: [Application for Parade Permit](#)
2. Submit the completed application to: CPD – Division of Homeland Security. Attn: Off. Robert Hall, Special Events Coordinator, #1 Justice Square, Columbia, SC 29201.
3. Include \$5.00 to cover the cost of the parade permit. If submitting a check, ~~please~~ make the check payable to the "City of Columbia".
4. For inquiries regarding the application process, call 803-545-3535, Monday through Friday, 8 a.m. - 4:30 p.m.

SALE/SERVICE OF BEER/WINE IN CITY PARKS AND/OR ON STREETS/SIDEWALKS STREET/PARK CLOSURE REQUESTS *(This requirement does not apply to private birthday parties, neighborhood block parties or events which will not involve the sale/possession/consumption of beer/wine.)*

If the event is open to the public (i.e., St. Pat's, Viva la Vista, Italian Festival) and will include the sale, possession and/or consumption of beer and wine on City property (i.e., sidewalk, streets and/or parks), contact Shari Ardis in the Legal Department at (803) 737-4242 or slardis@columbiasc.net at least **90** days in advance of the date of the event to prepare a resolution for City Council's consideration of your request. Complete and submit the [Event Request - Resolution to Allow Beer & Wine on City Property](#) form. Contact Officer Robert Hall with the Police Department Special Events Division at (803) 545-3535 or rjhall@columbiasc.net and comply with item #6 under Street Closure Requests above.

If the event is open to the public and will be held in a City park, contact Loretta Coleman in Parks and Recreation at (803) 545-3100 or lcoleman@columbiasc.net to reserve the park facility. Information regarding park facilities, reservations and hours may be found at: <http://www.columbiasc.net/parksandrec/211>.

Please note the following excerpt from the City of Columbia Code of Ordinances:

Sec. 15-1. Prohibited acts in parks.

It shall be unlawful for any person using the public parks, recreation areas, grounds or facilities of the city (referred to in this chapter as parks) to either perform or allow the performance of any of the following acts, unless such activity is authorized, permitted or supervised by the parks and recreation department of the city:

(8) *Alcoholic beverages.* Possess and/or consume alcoholic beverages, beer or wine; provided, however, alcoholic beverages, beer or wine, shall be allowed in Capital City Ball Park, Riverfront Park, Keenan House, Finlay Park, the Print Building next to the Eau Claire Town Hall and Drew Wellness Center, as follows:

- a. At events open to the public when possession and consumption is specifically authorized by resolution of Columbia City Council and the event organizer obtains a permit or license if required by the South Carolina Department of Revenue for the possession and/or consumption of alcoholic beverages, beer or wine at the event; or
- b. At private functions, authorized by the city, for which the South Carolina Department of Revenue does not require a permit or license for the possession and/or consumption of alcoholic beverages, beer or wine.

Additional information and departments which may also need to be contacted for all requests:

- A. For trash receptacles and/or recycle bins contact Solid Waste at 545-3800. *Note there may be a fee.
- B. If food is to be cooked at the event contact the Assistant Fire Chief Carmen Floyd at (803) 545-3402 or cfdcfloyd@columbiasc.net.
- C. Private armed security is prohibited at all events.
- D. Possession, sale and consumption of beer and wine, all outdoor musical performances and use of sound-amplifying devices shall end by 10:00 p.m. due to the proximity of the event to residential properties.
- E. The event organizer is responsible for obtaining any permit as may be required by the South Carolina Department of Revenue for the possession, sale or consumption of beer or wine at the event.